

Approved For Release 2001/07/28 : CIA-RDP74-00390R000300370004-1

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MEMORANDUM FOR: [REDACTED]

STATINTL

Herewith the requested:

1. Memo to Deputies requesting names of assigned officers.
2. Memo to Archivist of the U. S. on your appointment.
3. Proposed Agency Notice of your appointment.
4. Memo transmitting Notice to DDS for action.

STATINTL

[REDACTED]  
~~7 June 1972~~  
(DATE)

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MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Appointments for Directorate Information Control

REFERENCE : Memo from Exec Dir-Comp to Deputies dtd 26 May '72,  
Subj: Information Control -- Archives, History, and  
Records

1. The referent memorandum outlines a course of action to solve three elements of Information Control in the Agency. In accordance with that plan I will appreciate receiving from you by 1 July the name of the senior officer you have identified to serve as your Directorate Archivist, Records Management Officer, and representative to the Records Management Board.

2. In the event the officer you appoint can serve only part-time in this Information Control capacity, please include the name of the officer you have assigned to serve full time as his Technical Assistant.

STATINTL

3. I have requested publication of an Agency Notice announcing the appointment of [REDACTED] as my Special Assistant for Information Control and to serve as the Agency Archivist, Records Administration Officer, and Chairman of the Records Management Board. He will be the Records Management Officer for the DCI Area.

W. E. Colby  
Executive Director-Comptroller

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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

Dr. James B. Rhoads  
Archivist of the United States  
General Services Administration  
National Archives and Records Service  
Washington, D. C 20408

Dear Dr. Rhoads:

As you know we are actively implementing Executive Order 11652 and National Security Council Directives governing the classification/declassification of security information. We have recently organized into a single mechanism our coordination and information control procedures, including records management, histories, and archives administration.

STATINTL

At this time I wish to advise you that as an essential part of that administrative change I have appointed [REDACTED] the CIA Records Administration Officer as of 1 July 1972.

STATINTL

[REDACTED] with whom you have dealt as our Records Liaison Officer since 1967 will continue in the records program and will head an expanded records management training campaign Agencywide.

Messers John W. Coffey and [REDACTED] will continue to represent our Agency on the declassification of OSS records and to meet with your declassification committees.

STATINTL

W. E. Colby  
Executive Director-Comptroller

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(This notice is NOT to be filed in Agency  
manuals. Please destroy after reading.)

STATINTL

PERSONNEL

HN [REDACTED]  
xx June 1972

ANNOUNCEMENT OF APPOINTMENT TO KEY POSITION

Effective 1 July 1972, [REDACTED] is appointed ~~STATINTL~~  
Special Assistant for Information Control and will serve as the  
CIA Records Administration Officer, CIA Archivist, and Chairman,  
CIA Records Management Board.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY  
Deputy Director  
for Support

DISTRIBUTION: AB

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Request for Appointment Notice

Please have the Regulations Control Branch, Support Services Staff, process and publish the attached Headquarters Notice concerning the appointment of [REDACTED] as my Special Assistant for Information Control. ~~SECRET~~ INTL

W. E. Colby  
Executive Director-Comptroller